

## **Arkansas Works Initiative – College and Career Coach Program**

### **Frequently Asked Questions**

- **Are current Career Coaches' contracts with colleges covered at least until September 30, 2013?** *Yes. The Career Coaches' salary and benefits are covered with TANF dollars until September 30, 2013.*
- **Does Act 1285 require school districts to participate in the AR Works Career Coach program?** *No, the Arkansas Works Career Coach program is still a voluntary program.*
- **If my college and school district is currently participating in the AR Works Career Coach program, do we have to reapply to continue services past June 30, 2013?** *Yes, anyone interested in operating an AR Works Career Coach program after June 30 will be required to submit a grant application?*
- **Will currently employed Career Coaches have to reapply for their positions?** *No, if you have AR Works Career Coaches employed by your institution, they do not have to reapply for their positions.*
- **How do I apply for a grant from the Arkansas Department of Career Education?** *Instructions for application are posted on the ACE webpage at [ace.arkansas.gov](http://ace.arkansas.gov). Go to the webpage, click on Career and Technical Education. Click on Arkansas Works and you will see information for applying for the College and Career Program.*
- **When is the application due?** *The application is due by June 7, 2013; 4:30pm.*
- **When will recipients be notified?** *Grant recipients will be notified by no later than June 24, 2013, if their grant application was successful.*
- **How many programs will be funded?** *The Arkansas Department of Career Education has a limited amount of funds to support grant request. It is our first priority to fund currently existing programs and allow some opportunities for expansion. Grantees can expect that a minimum of 14 awards will be made during this cycle.*
- **Are grants from the Arkansas Department of Career Education only available to currently existing programs?** *No, the passage of Act 1285 allows school districts and counties outside of the original AR Works service area to be eligible to receive assistance to support their local Career Coach programs.*
- **If I submit an application with a combination of Tiers, will I be less likely to be funded?** *No, the passage of Act 1285 allows school districts and counties outside of the original AR Works service area to be eligible to receive assistance to support their local Career Coach programs.*
- **Can a school district submit a grant application with a partner from a institution of higher education, education cooperative, or non-profit?** *Yes, a school district can submit an application without a partner; however doing so will greatly reduce your likelihood of funding.*
- **How many Career Coaches can a school district expect to receive?** *Career Coaches are usually placed on a ratio of 1:500 (1 Career Coach for every 500*

students). If a school has 500 students or less than can expect to receive no more than one Career Coach.

- **Does a school district have to at least 500 students for a school district to participate?** No, a school district does not have to have at least 500 students to participate in the program.
- **What will school districts be required to pay for AY 2014? Is there a spreadsheet available with the cost breakdowns?** School districts will be expected to pay up to 6 months of Salary and Benefits. School districts, currently participating in the AR Works Career Coach program, should refer to the “School Contribution” spreadsheet to determine their cost for the program.
- **Can Career Coaches be placed on 9 month instead of 12 month contracts?** Yes, Career Coaches can be budgeted for 9 months; however it is recommended that Career Coaches receive 12 contracts to allow for follow-up with students and additional programming opportunities throughout the summer months.
- **Is ACE attempting to identify additional funding streams to support the Career Coach program?** Yes. ACE and other members of the Governor’s Workforce Cabinet are committed to identifying additional funding streams to support the Career Coach program. ACE has received some additional grants to support the Arkansas Works initiative. We are now in the process of identifying how those funds will be allocated to assist in the continuation of the Career Coach program.
- **Should we wait to submit our grant application until confirmation of additional funds is announced?** No, you should submit your applications based on currently available funds. The process to determine the availability and use of funds may not be determined until after the deadline to submit your grant applications.
- **Will our application be penalized, if we do not include additional funding sources in the budget section?** No, your application will not be penalized. However, if you are able to identify additional funding sources outside of the school districts and ACE, your local program will increase its chances of sustainability.
- **Can we use NSLA funds for the Career Coaches?** Yes. Career Coaches are an allowable category for use of NSLA funds.
- **Can Perkins funds be used to support Career Coaches?** Yes. Local school districts and cooperative service education centers can decide to use a portion of their Perkins grants to support their Career Coach positions. Please contact the Arkansas Department of Career Education for more details.
- **Can Title funds be used to support Career Coaches?** No. As the Arkansas Works Initiative is viewed as a state initiative, the USDOE will not allow the funds to support the Career Coach positions due to an issue of Supplanting.
- **How will the ACT Academy be funded for FY 2014?** ACE has a very small amount of funds to support ACT Academies in FY 2014. Sites, if awarded, would receive no more than one course. School districts will be encouraged to apply for the College and Career Readiness Preparation Program (CCRPP) funding. Please contact the Arkansas Department of Education for (CCRPP) application details and deadlines.
- **Who will school districts partner with for the MOU agreements?** School districts will enter into MOU agreements with the Arkansas Department of Career Education – Career and Technical Education division (Arkansas Works).

- **How will MOU agreements be structured?** *School districts will agree to pay the cost associated with the Career Coach program and/or ACT Academy. The agreed upon amounts will be based on the “School Contribution” spreadsheets. School districts will be invoiced for cost associated with program after expenditures have been incurred.*
- **Will AR Works be moving from ACE to ADE?** *No. The Arkansas Works initiative will continue to be administered by the Arkansas Department of Career Education (ACE) for AY 2013.*
- **Will school districts have a stronger role in the supervision of Career Coaches, if they are now required to contribute funding?** *The responsibility to employ and supervise the Career Coach positions will continue to be placed with the host site (institution of higher education, education cooperative, or non-profit). School districts are strongly encouraged to have an active role in the Career Coach program. Guidelines outlining expected participation and contribution are detailed in the Career Coach manual.*
- **What happens, if a school district opts-out and declines to participate?** *If a school district declines to fund the Career Coach program, they will not receive the services of a Career Coach.*
- **Once a school district opts-out, can they opt-back in if additional funds are located, which will reduce the financial responsibility of the school districts?** *A school district may decide to return to the program after additional funds are identified; however they will be placed at the lowest priority for funding and their inclusion will not affect already awarded programs.*
- **Can other schools not previously served opt-in and take the place of those school districts exiting the program?** *Schools may opt-in and take the place of exiting school districts.*
- **If I have additional questions about the AR Works Career Coach program or grant process, who should I contact?** *If you have questions or need additional information, please feel free to contact Sonja Wright-McMurray, Associate Director for Arkansas Works. She can be reached at [arkansas.works@arkansas.gov](mailto:arkansas.works@arkansas.gov) or 501-683-4432.*